



EMPLOYER BULLETIN

November 2012

Contribute Within the Limits!

Now is the time to review your employee's contribution totals. Please remind your employees and payroll branches that a member's total pension contributions cannot exceed 18 per cent of his/her current year's earned income or \$23,820, whichever is less. This limit applies to the total of all employee, employer and voluntary payroll contributions received in the calendar year.

Contribution Rate Changes - Keep Us Informed

Please notify PEPP (cfc.pepp@peba.gov.sk.ca) every time there is a change in an employee's pension contribution rate. Let us know the new contribution rate *and* the effective date. These contribution rates are reported on PEPP Member Statements. We also use these rates to project member account balances and pension income reflected on the Retire@Ease Statements. Please remember to also communicate these changes to your disability carriers and to the Public Employees Benefits Agency (PEBA) benefits division (if applicable).

Up-to-Date Information at your Fingertips...Let PEPP's Guide Be Your Guide

The *Employer Administration Guide* is a valuable training tool. It is helpful to regularly review this guide to familiarize yourself with any changes to ensure processes continue to run smoothly.

The *Employer Quick Reference Guide* highlights different life events employees may go through during their time of employment with you. Factors that determine each life event, instructions for what to do in each situation, and website links to required forms are outlined in this guide.

Both guides are available online under the [PEPP Employer Info](#) section of our website.

Leave Of Absence Contribution Options Form

To make the *Leave of Absence Contribution Options form* easier to fill out, we have made some changes to it. Both employers and employees complete this form upon an employee's return to work from an approved Leave of Absence to confirm whether or not the employee wishes to make PEPP contributions for the period of leave.

For further information contact PEPP directly or see the PEPP *Talk on Leave of Absence*.

Holiday Office Hours

PEPP's office will be closed to observe statutory holidays on December 25, 26, and January 1. We wish you and your staff a safe and happy holiday season!



The *Employer Bulletin* is published as a service for the employers of PEPP.
For further information or clarification, contact PEPP's Customer Focus Coordinators:

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